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1. LEAVE OF ABSENCE PROCEDURES

A. Leave Request Form

- (1) All requests for leaves of absence with or without pay will be submitted through eCHRIS (City of Phoenix Human Resource Information System) to the employee's immediate supervisor.
- (2) All requests will be submitted in advance of the beginning date of the leave, except requests for unanticipated sick or emergency leave, which will be submitted for approval immediately upon returning to work.
 - (a) Supervisor responsibilities - When unscheduled absences occur, supervisors are responsible for submitting leave entries for employees or ensuring employees enter their leave in a timely manner upon returning to work.
 - (b) Employee responsibilities
 - For scheduled absences, employees are responsible for submitting leave entries in advance.
 - For unscheduled absences, employees are responsible for submitting leave entries in a timely manner upon returning to work or ensuring their supervisor submitted a leave entry on their behalf.
- (3) A separate leave request must be submitted for each week (Monday through Sunday) of leave.
 - (a) All dates on the leave requests are inclusive.
 - The date under FROM will be the first day of leave for each week.
 - The date under THROUGH will be the last day of leave for each week.
 - When only one day of leave is taken, the same date will be placed under both FROM and THROUGH.
 - (b) Total leave time will be shown in hours.
 - All leave may be taken in quarter-hour increments.
- (4) Supervisors will monitor their employees' leave.

B. Approval Guidelines

- (1) The use of leave benefits is always subject to supervisory approval.
- (3) Vacation and holidays will be granted only after due consideration has been given to the staffing needs of the Department and after leave requests have been submitted.
- (3) Requests for an extended leave of absence **with pay**, not in excess of 30 working days, will require the approval of the employee's chain of command.
- (4) Requests for an extended leave of absence **without pay**, not in excess of 30 working days, will require only the approval of the Police Chief.
- (5) All requests for leaves of absence without pay for more than 30 working days, excluding industrial injury leave, will require the approval of all the following:
 - Police Chief
 - City Manager
 - City Human Resources director



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1. B. (6) For guidance with leave of absence requests, contact the Human Resources Unit of the Fiscal Management Bureau (FMB).

2. **HOLIDAYS - ADMINISTRATIVE REGULATION (AR 2.11), LEGAL HOLIDAYS AND HOLIDAY PAY**

- A. AR 2.11, Legal Holidays and Holiday Pay, includes the listed topics:

- Authorized holidays and date of observance for all employee types including continuous, seven day operations, hourly, and exempt
- Compensation when working on a holiday for sworn and civilian employees
- Substitute holidays
- Personal leave days
- Holiday pay when employees are on leave
- Holiday benefit upon appointment to or termination of employment

- B. Authorized Paid Holidays

HOLIDAY	DATE	AFFECTED EMPLOYEES
New Year's Day	January 1	All
Martin Luther King Jr.'s Day	Third Monday in January	All
President's Day	Third Monday in February	All
Caesar Chavez Birthday	March 31	All
Memorial Day	Last Monday in May	All
Juneteenth	June 19	All
Independence Day	July 4	All
Labor Day	First Monday in September	All
Veteran's Day	November 11	All
Thanksgiving Day	Last Thursday and Friday in November	All
Friday after Thanksgiving		
Christmas Eve	December 24 (4 hours)	• Unit II Employees • Unit III Employees • Confidential Office and Clerical • Administrative, Supervisory Professional, and Technical Employee Association (ASPTEA)
Christmas Day	December 25	All
Personal Leave Days	Employee's Choice	• Unit II Employees - 24 hours • Unit III Employees - 16 hours • Phoenix Law Enforcement Association (PLEA) - 20 hours - Sergeants/Lieutenants - 24 hours • ASPTEA - 24 hours • Confidential and Office Clerical - 33 hours

• When a holiday falls on Sunday, it will be observed on the following Monday.
 • When a holiday falls on Saturday, it will be observed on the preceding Friday.

- C. Holiday Staffing of First Response Essential Personnel/Non-Essential Personnel

- Bureau/precinct commanders/administrators of first response essential personnel and non-essential personnel will determine the need to mandate personnel to take the day off in order to meet maximum staffing levels (see [Operations Order 3.4.00, Minimum/Maximum Staffing](#)).

3. **LEAVE MANAGEMENT - AR 2.30(A), INTERIM CITY LEAVE POLICY, AR 2.30(B), INTERIM ATTENDANCE POLICY, AND PERSONNEL RULE (PR) 15, LEAVES OF ABSENCE**

- A. AR 2.30(A), Interim City Leave Policy, includes the listed topics:

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3. A. AR 2.30(A), Interim City Leave Policy, includes the listed topics: (Continued)

- Definitions of various leave types
- Sick leave with pay to include:
 - * Personal illness or injury
 - * Family medical emergency leave
- Earned Paid Sick Time and capped carry over amounts
- Leave credit dates
- Sequence of leave usage
- Effective date of separation
- Related leave policies

B. AR 2.30(B), Interim Attendance Policy, includes the listed topics:

- Definitions of various absence types
- Attendance policy
- Tardy policy
- Notice of absences
- Supervisor responsibilities
- Employee responsibilities
- Enforcement

C. PR 15, Leaves of Absence, includes the listed topics:

- Requesting leaves of absence
- Vacation leave with pay
- Sick leave with pay
- Earned Paid Sick Time
- Military leave
- Special leave without pay
- Industrial leave
- Bereavement leave

D. Employees with seven or more incidents of unscheduled leave within a 12 month period:

- (1) May receive a coaching.
- (2) Will be informed by their immediate supervisor that all [Request for Off-Duty/Extra-Duty Work and/or Coordinator Position Forms 80-9D](#) will be forwarded to the bureau/precinct commander/administrator for consideration.
 - (a) In the event leave is determined to be excessive, permission to work off duty can be denied.
 - (b) Existing Request for Off-Duty/Extra-Duty Work and/or Coordinator Position forms may be canceled.

E. Off-Duty Work

- (1) Employees who are on sick or industrial leave (with or without pay) will not be permitted to work off duty for compensation.
- (2) Any off-duty work privileges in effect at the time the illness or the injury occurs will be suspended for the duration of leave.

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4. **VACATION - AR 2.18, EXCESSIVE ACCUMULATION AND CARRYOVER OF VACATION CREDITS, AND PR 15, LEAVES OF ABSENCE**

A. AR 2.18, Excessive Accumulation and Carryover of Vacation Credits, includes the listed topics:

- Vacation policy
- Administration of vacation credits
- Standard carryover tables for hourly and exempt employees
- Vacation sell back
- Vacation cash out at separation
- Vacation leave snap shot

B. Accumulation of Vacation

- (1) Vacation credits will not be accumulated in excess of an amount equal to two times the employee's current annual rate, except on the recommendation of the Police Chief and approval by the City Manager.
- (2) Employees who are members of the Public Safety Retirement System (PSRS) may accumulate an additional 80 hours of vacation above the maximum vacation carryover into the last three years of service.
 - These hours are to be used as paid time off prior to retirement.
 - The maximum payout allowance for public safety employees, outlined in AR 2.18, Excessive Accumulation and Carryover of Vacation Credits, is **not** affected.
 - Employees must submit a written request each year.

C. Officers Called Back From Vacation - An officer on an authorized vacation out of state, who is temporarily recalled to duty by order of the Police Chief, will be reimbursed for necessary transportation expenses.

- (1) The officer will be required to provide proof of transportation expenses.
- (2) Reimbursement must be approved by the Police Chief.

5. **FAMILY AND MEDICAL LEAVE ACT (FMLA) - AR 2.143, FAMILY AND MEDICAL LEAVE**

- AR 2.143, Family and Medical Leave, describes the provisions of FMLA as they relate to City employees, integrates FMLA leave with current City leave policies, establishes guidelines for its use, and includes the listed topics:
 - * Purpose
 - * Definitions
 - * Eligibility and entitlement
 - * Leave requirements
 - * Granting leave
 - * Supervisor responsibilities
 - * Employee responsibilities
 - * Continuation of benefits
 - * Return to work
 - * Additional guidelines (intermittent leave, reduced leave schedules, recertification, FMLA on holidays, etc.)

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6. **MILITARY LEAVE - AR 2.39, NATIONAL GUARD, MILITARY RESERVE TRAINING, AND ACTIVE DUTY CALL-UP**

- AR 2.39, National Guard, Military Reserve Training, and Active Duty Call-Up, provides policy direction and ensures compliance with federal and state regulations as they apply to City employees who volunteer for the National Guard (usually two weeks per year), are called up to serve in the military for an extended period of time, or have other qualifying military leaves of absence and includes the listed topics:
 - * Paid and unpaid leave
 - * Reinstatement and seniority
 - * Merit increases
 - * Pension and 457/401(a) plans contributions
 - * Differential pay (previously referred to as gap pay)
 - * Benefits related information
 - * Discrimination and retaliation prohibited

7. **SPECIAL RECOGNITION LEAVE (PA) - AR 2.282, AWARDS FOR RECOGNITION OF EXCELLENCE, AND PR 15**

- A. AR 2.282, Awards for Recognition of Excellence, establishes a program for the immediate recognition of outstanding employee performance and includes the listed program provisions:
 - Administration
 - Limits of compensation
 - Timeliness for use of award time
- B. Special Recognition may be given by supervisors in instances of outstanding employee performance as stated in AR 2.282, Awards for Recognition of Excellence.
- C. Supervisors will submit a memorandum of the Special Recognition up through their assistant chief for approval.
- D. Once approved by the assistant chief, the employee awarded the Performance Recognition leave (PA) must use the leave within one year.
 - This type of paid leave is intended as immediate recognition and cannot be banked or accrued.

8. **PAID LABOR UNIT LEAVE - HUMAN RESOURCES DEPARTMENT (HRD) LETTER 2019-001, UNION RELEASE NOTIFICATION GUIDELINES**

- A. HRD Letter 2019-001, Union/Association Release Notification Guidelines, establishes general guidelines for unions/associations release notification, correct eCHRIS pay codes to use while an employee is on temporary release time, processing of the release requests, and reporting release hour balances.
 - Applies to all unit employees in bargaining units 1, 2, 3, 4, 6, and 7
 - Employees on authorized, full-time release are not subject to these provisions.
- B. Procedures
 - (1) Paid Labor Unit Leave will be governed by the provision of each labor unit's agreement with the City.
 - (2) Management will make a concerted attempt to release a labor unit representative from current duties or assignments when the representative is requested for an employee investigation, while giving consideration to the Department's and association's scheduling concerns.

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8. B. (3) When labor unit members attend seminars, lectures, and conventions, the labor unit organization will give reasonable advance notice and provide the appropriate documentation as follows:

(a) Full Time Release Not Using City Funds	No memorandum required
(b) Full Time Release Using City Funds	Travel memorandum submission through chain of command requesting to use City Funds
(c) Union Representation	- Memorandum submission required through chain of command for approval listing the following: * How attendance will benefit both the city and the employee * Request to use Blue Card Funds (if necessary) * Travel information * Training information (date, hours, location and cost) * Requested City leave request

C. Approval for Leave

- (1) The approving authority will ascertain from FMB whether time is available before approving the request.
- (2) If approved, the leave request and the memorandum will be forwarded to FMB.

- D. Refer to the appropriate Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) for further details about the use of Paid Labor Unit Leave.

9. **NON-PAID PLEA UNIT LEAVE** - Procedures for taking non-paid leave by members of the Executive Board of PLEA for association-related activities during City work hours are as follows:

- A. A member of the Executive Board will submit a leave request signed by the immediate supervisor through channels to FMB requesting leave without pay 24-hours in advance of the anticipated leave.
- B. Approval for more than two board members to engage in association-related activities will require submission of leave requests, signed by their immediate supervisor, to FMB 48-hours in advance of the anticipated leave.

10. **JURY DUTY - AR 2.24, JURY AND WITNESS SERVICE**

- A. AR 2.24, Jury and Witness Service, provides regulations for employees required to serve as jurors or witness in court actions and includes the listed topics:
 - Conflicts between AR 2.24, Jury and Witness Service, and MOUs/MOAs
 - Time allowed for jury or witness duty
 - Fees returned to the City
- B. Jury Duty Exemption - Pursuant to [ARS 21-202\(B\)\(5\)](#), AzPost certified employees may elect to be excused from jury duty if summoned into state or local courts.
 - (1) Employees should write their serial number on their summons and forward the summons to the Office of Administration, Legal Unit, in a timely manner.
 - (2) This does **not** apply to federal courts (United States (US) district courts).

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